ULTREX

E-Fax Guide

RingByName®

ULTREX

(1) Go to ringbyname.com

(2) Click on "My Account."

Blog | My Account | Support | English ∨

ABOUT US   RESELLER   855-345-RING
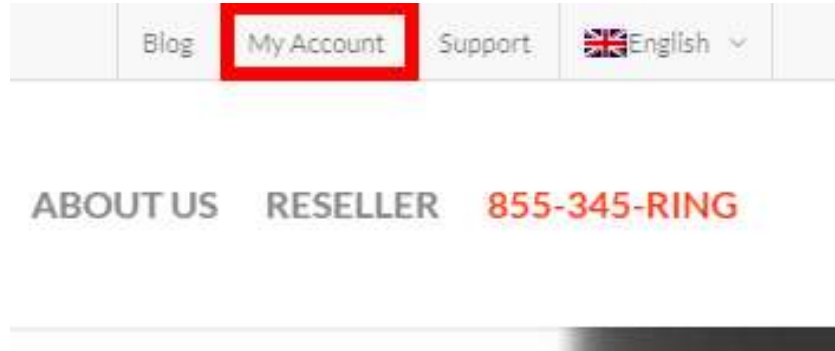
(3) Log in using your email address and password.

Sign in to RingByName

User

Password

Sign In

Reset Password

If unknown, contact Ultrex.

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(4) From the 'Home' tab, move over to the 'Fax' tab on the top of the screen.

(5) To send a fax, press the fax symbol with the green plus (located under the video recorder tab labeled 'R! Meet').

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Sending an E-Fax

To

Name | Name

Company | Company

Fax Number | Fax Number

From

Choose Profile

Fax Content

Attach Cover Page | ☑ Uncheck to hide cover page.

Title | Title

Cover Message | Cover Message

Signature | ☑

Document | 📎 Attach file (Max 15 MB, File Types: ppt, pptx, xls, xlsx, txt, png, jpg, jpeg, tiff, pdf, doc, docx, rtf, bmp)

Enhance Image | ☐ This option will apply more brightness and contrast to the fax itself. In some cases, faxes with certain text/color discolorations would benefit by having this enabled.

Send   **Cancel**

(1) Here, you can fill out the fax details. Attach the desired file to be faxed by using the 'Attach file' section.

(2) Once ready to send, press 'Send.'

To see a copy of the fax, press the blue eye symbol.